

# Comparisons of Job Characteristics

**Focus Occupation:** [Training and Development Managers \(11-3042\)](#)

**Associated Occupation:** [Instructional Coordinators \(25-9031\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation:** Training and Development Managers (11-3042)

**Associated Occupation:** Instructional Coordinators (25-9031)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Education and Training	9.2	24.6	22.1	<	Expanded education and/or training may be required
English Language	11.2	20.8	19.4	0	Current knowledge level may be sufficient
Psychology	6.4	14.3	12.3	<	Expanded education and/or training may be required
Personnel and Human Resources	5.6	14.2	16.6	>	Current knowledge level is likely sufficient
Administration and Management	8.4	13.4	16.0	>	Current knowledge level is likely sufficient
Clerical	7.3	12.9	10.8	<	Expanded education and/or training may be required
Sociology and Anthropology	4.1	12.1	11.4	0	Current knowledge level may be sufficient
Communications and Media	5.3	11.3	11.2	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	11.3	7.1	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	9.6	6.7	<<	Extensive education and/or training may be required
Foreign Language	2.7	7.6	3.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 89

**Focus Occupation:** Training and Development Managers (11-3042)

**Associated Occupation:** Instructional Coordinators (25-9031)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
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Reading Comprehension	10.7	16.2	13.0	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	15.2	18.5	>	Skill level is likely sufficient
Speaking	10.8	15.1	16.9	>	Skill level is likely sufficient
Writing	9.2	14.6	12.2	<	A higher skill level may be required
Monitoring	9.9	13.9	13.6	0	Current skill level may be sufficient
Active Learning	8.7	13.6	13.6	0	Current skill level may be sufficient
Instructing	7.8	13.2	15.5	>	Skill level is likely sufficient
Coordination	9.1	12.9	13.9	0	Current skill level may be sufficient
Time Management	8.9	12.8	12.6	0	Current skill level may be sufficient
Service Orientation	7.9	11.5	11.4	0	Current skill level may be sufficient
Management of Personnel Resources	6.9	11.1	13.6	>	Skill level is likely sufficient
Negotiation	6.8	11.1	8.8	<	A higher skill level may be required
Persuasion	7.4	10.7	12.2	>	Skill level is likely sufficient
Systems Evaluation	6.4	10.3	11.3	0	Current skill level may be sufficient
Management of Material Resources	3.7	6.2	7.7	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: Training and Development Managers (11-3042) Associated Occupation: Instructional Coordinators (25-9031)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Comprehension	11.0	17.0	14.2	<	Some improvement in abilities may be required
Oral Comprehension	12.5	15.7	14.5	0	Current ability level may be sufficient
Oral Expression	12.4	15.7	17.2	0	Current ability level may be sufficient
Written Expression	9.8	15.4	14.8	0	Current ability level may be sufficient
Deductive Reasoning	10.6	12.9	14.1	0	Current ability level may be sufficient
Speech Clarity	10.2	12.9	17.0	>>	Current ability level is likely more than sufficient
Inductive Reasoning	10.2	12.8	12.2	0	Current ability level may be sufficient
Information Ordering	9.9	12.2	11.6	0	Current ability level may be sufficient
Originality	7.6	12.0	12.6	0	Current ability level may be sufficient
Fluency of Ideas	7.6	11.1	12.5	>	Current ability level is likely sufficient
Memorization	5.6	8.9	8.9	0	Current ability level may be sufficient
Time Sharing	6.6	8.5	5.1	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	8.2	6.7	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 82

**Focus Occupation: Training and Development Managers (11-3042)**  
**Associated Occupation: Instructional Coordinators (25-9031)**

Work Activities	Exclusivity of Activity
Conduct training for personnel	30
Develop course or training objectives	42
Develop policies, procedures, methods, or standards	21
Develop training programs	85
Explain government laws or regulations	68
Plan meetings or conferences	77
Train instructors in training techniques	95

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 87

**Focus Occupation: Training and Development Managers (11-3042)**  
**Associated Occupation: Instructional Coordinators (25-9031)**

Tools and Technologies	Exclusivity
Audio and visual equipment	4
Business function specific software	1
Computers	1
Content authoring and editing software	1
Content management software	6
Development software	4
Educational or reference software	12
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.